

of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to: Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade SW., Washington, DC 20447; Attn: Mrs. Shirley Parker; Reference: OPE-HVS-5.

#### **B. Deadline for Submittal of Applications**

The closing date for submittal of applications under this program announcement is found at the beginning of this announcement under the heading DATES. Applications may be mailed to the Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade SW., MS 6C-62 OFM/DDG, Washington, DC 20447; ATTN: Mrs. Shirley Parker; Reference: OPE-HVS-5. Hand delivered applications are accepted during the normal working hours of 8 a.m. to 4:30 p.m., Monday through Friday, on or prior to the established closing date at: Administration for Children and Families, Division of Discretionary Grants, 6th Floor, ACF Guard Station, 901 D Street SW., Washington, DC 20447; Reference: OPE-HVS-5. Applications shall be considered as meeting the announced deadline if they are received on or before the deadline date at the place specified above.

**Late Applications:** Applications which do not meet the criteria under *Deadline for Submittal of Applications* are considered late applications. ACF shall notify each late applicant that its application will not be considered in the competition under this announcement.

**Extension of Deadlines:** ACF reserves the right to extend the deadline for all applicants due to acts of God, such as floods, hurricanes, or earthquakes; or if there is widespread disruption of the mail. However, if ACF does not extend the deadline for all applicants, it may

not waive or extend the deadline for any applicants.

#### **C. Submitting the Application**

Each application package must include a signed original and two copies of the complete application. Each copy should be stapled securely. All pages of the narrative (including charts, tables, maps, exhibits, etc.) must be sequentially numbered. In order to facilitate handling, please do not use covers, binders, or tabs.

Applicant should include a self-addressed, stamped acknowledgment card. All applicants will be notified automatically about the receipt of their application.

Dated: April 3, 1995.

**Howard Rolston,**

*Director, Office of Policy and Evaluation.*

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#### **Adoption Opportunities Program**

**AGENCY:** Administration on Children, Youth and Families (ACYF), Administration for Children and Families (ACF), Department of Health and Human Services (DHHS).

**ACTION:** Announcement of the Availability of Financial Assistance and Request for Applications to Carry Out Demonstration Projects Funded Under the Adoption Opportunities Branch in the Children's Bureau, Administration on Children, Youth and Families.

**SUMMARY:** The Children's Bureau of the Administration on Children, Youth and Families announces the availability of fiscal year 1995 funds for grants to public or private nonprofit child welfare and adoption agencies, organizations and adoptive parent groups to assist in supporting programs directed to: (A) Increasing the placements in adoptive families of minority children who are in foster care and have the goal of adoption, with a special emphasis on the recruitment of minority families; (B) providing post-legal adoption services for families who have adopted special needs children; and, (C) increasing the rate of placement of children in foster care who are legally free for adoption. Funding for these grants is authorized under Title II of the Child Abuse Prevention and Treatment and Adoption Reform Act of 1978 (P.L. 95-266, as amended).

This announcement contains all necessary application materials.

**DATES:** The closing date for submission of applications is June 9, 1995.

**ADDRESSES:** Applications may be mailed to the Department of Health and Human

Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade, SW., 6th Floor East, OFM/DDG, Washington, DC 20447.

Hand delivered applications are accepted during normal working hours of 8 a.m. to 4:30 p.m., Monday through Friday, on or prior to the established closing date at: Administration for Children and Families, Division of Discretionary Grants, 6th Floor OFM/DDG, 901 D Street, SW., Washington, DC 20447.

**FOR FURTHER INFORMATION CONTACT:** ACYF Operations Program, Telephone: 1 (800) 351-2293.

**SUPPLEMENTARY INFORMATION:** The Administration on Children, Youth and Families (ACYF) administers national programs for children and youth, works with States and local communities to develop services which support and strengthen family life, seeks out joint ventures with the private sector to enhance the lives of children and their families, and provides information and other assistance to parents.

The concerns of ACYF extend to all children from birth through adolescence, with particular emphasis on children who have special needs. Many of the programs administered by the agency focus on children from low-income families; children and youth in need of foster care, adoption or other child welfare services; preschool children, including children with disabilities; abused and neglected children; runaway and homeless youth; and children from Native American families.

The priority areas identified in this announcement are derived from legislative mandates as well as Departmental goals and initiatives. The priorities reflect the state of current knowledge as well as emerging issues which come to ACYF's attention by several means including consultation with advocates, policymakers, and practitioners in the field. The priorities seek to focus attention on and to encourage demonstration efforts to obtain new knowledge and improvements in service delivery for the solution of particular problems and to promote the dissemination and utilization of the knowledge and model practices developed under these priorities.

This program announcement consists of three parts. Part I provides information on the goals of the Children's Bureau (CB), the ACYF office which is requesting applications, and the statutory authorities for awarding grants.

Part II describes the review process and the programmatic priorities under which applications are being solicited.

Part III provides information and instructions for the development and submission of applications.

### Part I—Introduction

#### A. Goals of the Children's Bureau

Within ACYF, Children's Bureau coordinates and supports child welfare services programs. It administers the Foster Care and Adoption Assistance Program, the Child Welfare Services Program, the Child Welfare Research, Demonstration and Training Program, the Adoption Opportunities Program, the Temporary Child Care and Crisis Nurseries Program, Independent Living Program and the Abandoned Infants Assistance Program.

The Bureau's programs are designed to promote the welfare of all children, including disabled, homeless, dependent or neglected children and their families. The programs aid in preventing and remedying the neglect, abuse and exploitation of children and the unnecessary separation of children from families.

#### B. The Statutory Authority Covering This Announcement is Title II of the Child Abuse Prevention and Treatment and Adoption Reform Act of 1978 (Pub. L. 95-266 as Amended)

The Adoption Opportunities Program provides financial support for demonstration projects to: Improve adoption practices; eliminate barriers to adoption; and find permanent homes for children, particularly children with special needs. Authorization: Child Abuse Prevention and Treatment and Adoption Reform Act of 1978, Title II, Section 203, as amended, Public Law 95-266; Pub. L. 98-457, the Child Abuse Prevention, Adoption and Family Services Act of 1988, as amended, Title II, Section 201, Pub. L. 100-294; Pub. L. 102-295; 42 U.S.C. 5111 *et seq.*

### Part II—Review Process and Priority Areas

#### A. Eligible Applicants

Each priority area description contains information about the types of agencies and organizations which are eligible to apply under that priority area. Because eligibility varies depending on statutory provisions, it is critical that the "Eligible Applicants" section of each priority area be reviewed carefully.

Before review, each application will be screened for applicant organization eligibility as specified under the selected priority area. Applications from

ineligible organizations will not be considered or reviewed in the competition, and the applicant will be so informed.

Only agencies and organizations, not individuals, are eligible to apply under this Announcement. All applications developed jointly by more than one agency or organization, must identify only one lead organization and official applicant. Participating agencies and organizations can be included as co-participants, subgrantees or subcontractors. For-profit organizations are eligible to participate as subgrantees or subcontractors with eligible non-profit organizations under all priority areas.

Any non-profit agency which has not previously received Federal support must submit proof of non-profit status either by making reference to its listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations or by submitting a copy of its letter from the IRS under IRS Code Section 501(c)(3). The ACYF cannot fund a non-profit applicant without acceptable proof of its non-profit status.

#### B. Review Process and Funding Decisions

Timely applications received by the deadline date which are from eligible applicants will be reviewed and scored competitively. Experts in the field, generally persons outside the Federal government, will use the appropriate evaluation criteria listed later in this section to review and score the applications. The results of this review are a primary factor in making funding decisions.

The ACYF reserves the option of discussing applications with, or referring them to, other Federal or non-Federal funding sources when this is in the best interest of the Federal government or the applicants. ACYF may also solicit comments from ACF Regional Office staff, other Federal agencies, interested foundations, national organizations, specialists, experts, States and the general public. These comments, along with those of the expert reviewers, will be considered by ACYF in making funding decisions.

In making decisions on awards, ACYF may give preference to applications which focus on or feature: Overrepresented populations; a substantially innovative strategy with the potential to improve theory or practice in the field of human services; a model practice or set of procedures that holds the potential for replication by organizations that administer or deliver human services; substantial involvement of volunteers; substantial

involvement (either financial or programmatic) of the private sector; a favorable balance between Federal and non-Federal funds available for the proposed project; the potential for high benefit for low Federal investment; a programmatic focus on those most in need; and/or substantial involvement in the proposed project by national or community foundations.

To the greatest extent possible, efforts will be made to ensure that funding decisions reflect an equitable distribution of assistance among the States and geographical regions of the country, rural and urban areas, and ethnic populations. In making these decisions, ACYF may also take into account the need to avoid unnecessary duplication of effort.

#### C. Evaluation Criteria

A panel of at least three reviewers (primarily experts from outside the Federal government) will review the applications. To facilitate this review, applicants should ensure that they address each minimum requirement in the priority area description under the appropriate section of the Program Narrative Statement.

The reviewers will determine the strengths and weaknesses of each application using the evaluation criteria listed below, provide comments and assign numerical scores. The point value following each criterion heading indicates the maximum numerical weight.

All applications will be evaluated against the following criteria.

(1) Objective and Need for Assistance (20 points). The extent to which the application pinpoints any relevant physical, economic, social, financial, institutional or other problems requiring a solution; demonstrates the need for the assistance; states the principal and subordinate objectives of the project; provides supporting documentation or other testimonies from concerned interests other than the applicant; and includes and/or footnotes relevant data based on the results of planning studies. The application must identify the precise location of the project and area to be served by the proposed project. Maps and other graphic aids may be attached.

(2) Approach (35 points). The extent to which the application outlines a sound and workable plan of action pertaining to the scope of the project, and details how the proposed work will be accomplished; cites factors which might accelerate or decelerate the work, giving acceptable reasons for taking this approach as opposed to others; describes and supports any unusual

features of the project, such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvements; and provides for projections of the accomplishments to be achieved. It lists the activities to be carried out in chronological order, showing a reasonable schedule of accomplishments and target dates.

The extent to which, when appropriate, the application identifies the kinds of data to be collected and maintained, and discusses the criteria to be used to evaluate the results and successes of the project. The extent to which the application describes the evaluation methodology that will be used to determine if the needs identified and discussed are being met and if the results and benefits identified are being achieved. The application also lists each organization, agency, consultant, or other key individuals or groups who will work on the project, along with a description of the activities and nature of their effort or contribution.

(3). Results or Benefits Expected (20 points). The extent to which the application identifies the results and benefits to be derived, the extent to which they are consistent with the objectives of the application, and the extent to which the application indicates the anticipated contributions to policy, practice, theory and/or research. The extent to which the proposed project costs are reasonable in view of the expected results.

(4). Staff Background and Organization's Experience (25 points). The application identifies the background of the project director/principal investigator and key project staff (including name, address, training, educational background and other qualifying experience) and the experience of the organization to demonstrate the applicant's ability to effectively and efficiently administer the project. The application describes the relationship between the proposed project and other work planned, anticipated or underway by the applicant with Federal assistance.

#### *D. Structure of Priority Area Descriptions*

Each priority area description is composed of the following sections:

**Eligible Applicants:** This section specifies the type of organization eligible to apply under the particular priority area. Specific restrictions are also noted, where applicable.

**Purpose:** This section presents the basic focus and/or broad goal(s) of the priority area.

**Background Information:** This section briefly discusses the legislative

background as well as the current state-of-the-art and/or current state-of-practice that supports the need for the particular priority area activity. Relevant information on projects previously funded by ACYF and/or others, and State models are noted, where applicable.

**Minimum Requirements for Project Design:** This section presents the basic set of issues that must be addressed in the application. Typically, they relate to project design, evaluation, and community involvement. This section also asks for specific information on the proposed project. Inclusion and discussion of these items is important since they will be used by the reviewers in evaluating the applications against the evaluation criteria. Project products, continuation of the project effort after the Federal support ceases, and dissemination/utilization activities, if appropriate, are also addressed.

**Project Duration:** This section specifies the maximum allowable length of time for the project period; it refers to the amount of time for which Federal funding is available.

**Federal Share of Project Cost:** This section specifies the maximum amount of Federal support for the project for the first budget year.

**Matching Requirement:** This section specifies the minimum non Federal contribution, either through cash or in-kind match, required in relation to the maximum Federal funds requested for the project. Grantees must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a project requesting \$200,000 in Federal funds (based on an award of \$100,000 per budget period) must include a match of at least \$20,000 (10 percent of the total Federal cost).

**Anticipated Number of Projects To Be Funded:** This section specifies the number of projects that ACYF anticipates it will fund under the priority area.

Please note that applications that do not comply with the specific priority area requirements in the section on "Eligible Applicants" will not be reviewed. Applicants should also note that non-responsiveness to the section "Minimum Requirements for Project Design" will result in a low evaluation score by the reviewers. Applicants must clearly identify the specific priority area under which they wish to have their

applications considered, and tailor their applications accordingly. Previous experience has shown that an application which is broader and more general in concept than outlined in the priority area description scores lower than one more clearly focused on, and directly responsive to, that specific priority area.

#### *E. Available Funds*

The ACYF intends to award new grants resulting from this announcement during the fourth quarter of fiscal year 1995, subject to the availability of funds. The size of the actual awards will vary.

Each priority area description includes information on the maximum Federal share of the project costs and the anticipated number of projects to be funded.

The term "budget period" refers to the interval of time (usually 12 months) into which a multi-year period of assistance (project period) is divided for budgetary and funding purposes. The term "project period" refers to the total time a project is approved for support, including any extensions.

Where appropriate, applicants may propose project periods which are shorter than the maximums specified in the various priority areas. Non-Federal share contributions may exceed the minimums specified in the various priority areas when the applicant is able to do so. However, applicants should propose only that non-Federal share they can realistically provide since any unmatched Federal funds will be disallowed by ACF.

For multi-year projects, continued Federal funding beyond the first budget period is dependent upon satisfactory performance by the grantee, availability of funds from future appropriations and a determination that continued funding is in the best interest of the Government.

#### *F. Grantee Share of Project Costs*

Grantees must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a project requesting \$200,000 in Federal funds (based on an award of \$100,000 per budget period), must include a match of at least \$20,000 (10 percent of the total Federal cost). If approved for funding, grantee will be held accountable for commitments of non-Federal resources and failure to provide the required

amount will result in a disallowance of unmatched Federal funds.

#### G. Index of Priority Areas

To assist potential applicants in using this announcement, a priority area index in numerical order, is presented below.

- 1.01 Synthesis of Results of Minority Adoption Recruitment Projects for Special Needs Adoption
- 1.02 Field Initiated Applications to Improve Adoption Services to Children With Special Needs
- 1.03 Improved Permanency Outcomes of Adolescents
- 1.04 Service Improvements in Special Needs Adoption
- 1.05 Adoptive Placement of Foster Care Children
- 1.06 Respite Care as a Service for Families Who Adopt Children With Special Needs

#### H. Priority Areas

- 1.01 Synthesis of Results of Minority Adoption Recruitment Projects for Special Needs Children

**Eligible Applicants:** State or local governments, public or private non-profit agencies, organizations, or universities.

**Purpose:** To collect, analyze, synthesize, and develop a report on current knowledge and results of minority recruitment services projects funded since 1989 by the Adoption Opportunities Program.

**Background Information:** In 1989, the Adoption Opportunities statute authorized funds for increased minority adoption recruitment services for families to adopt special needs children. Approximately 81 grants have been awarded to public and private agencies to provide adoption services for minority children and families. These efforts resulted in some successful models and products that could be replicated. These include recruitment models for One Church-One Child, Homes for Black Children and Friends of Black Children; curricula addressing cultural competence; resource guides; directories; adaptable public service announcements; practice manuals; and handbooks to assist workers in the area of special needs adoption recruitment.

The ACYF is interested in supporting an effort to review the body of work in the field of minority adoption recruitment services to determine (1) The number of projects which are now an ongoing part of the agencies' programs; (2) the results of the evaluations of the projects; (3) the number of families recruited and children placed; and (4) the

implications for public and private child welfare agencies and community based organizations. Information on funded projects can be obtained from the National Adoption Information Clearinghouse, 11426 Rockville Pike, Suite 410, Rockville, Maryland 20852; telephone (301) 231-6512.

**Minimum Requirements for Project Design:** In order to successfully compete under this priority area, the applicant should:

- Demonstrate an understanding of the literature and of the issues in minority recruitment services.
- Describe how the findings from these projects would be analyzed and synthesized into a report which would be useful to the field.
- Provide a plan for disseminating the report nationally.
- Provide assurances that at least one key person from the project will attend the annual child welfare conference in Washington, D.C. (The Conference is held for Adoption Opportunities and other Children's Bureau grantees to exchange information and address current child welfare trends and issues.)

Provide an executive summary and a final report on the project within 90 days after the project end date.

**Project Duration:** The length of the project must not exceed 17 months.

**Federal Share of Project Costs:** The maximum Federal share of the project is \$85,000.

#### Matching or Cost Sharing

**Requirement:** Grantees must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a project requesting \$85,000 in Federal funds must include a match of at least \$8,500 (10 percent of the total Federal cost).

**Anticipated Number of Projects to be Funded:** It is anticipated that one project will be funded.

- 1.02 Field Initiated Applications to Improve Adoption Services to Children With Special Needs

**Eligible Applicants:** State, Regional or local public child welfare or adoption agencies and voluntary child welfare or adoption agencies or organizations.

**Purpose:** To improve adoption services for children with special needs through activities which are not addressed elsewhere in this announcement and have not been previously funded by the Adoption Opportunities Program. This priority

area provides public and voluntary agencies and organizations involved in the adoption process with an opportunity to present innovative ideas for improving child welfare and adoption systems.

**Background Information:** Public child welfare workers who provide adoption services are overburdened because of the shortage of staff and the increasing child welfare caseload. In many public agencies, adoption staff are expected to provide services not only to foster children with special needs and their potential adoptive families, but also to families requesting services for inter-country and other types of adoption. There is also a growing need to provide post-legal adoption services to preserve adoptive families as well as an increasing responsibility for search and reunion services. This places substantial burdens on limited adoption agency resources which are needed to serve the special needs population.

At any given time, approximately 69,000 foster children have a goal of adoption, 20,000 of which are legally free for adoption. Minority children continue to be over-represented among this group. Older children and sibling groups also continue to present unique challenges. Sub-populations, such as drug-exposed or medically-fragile infants and foster children with HIV and AIDS, will be or are currently testing the capacity of adoption programs. Other areas for innovation include the placement of large sibling groups, the preparation of children for adoption, open adoption and relative adoption. Innovative efforts, embodying the spirit of public-private partnerships, are needed to provide permanent adoptive homes to all waiting children.

Because there are so many different issues that face the public and voluntary sectors, ACYF is requesting field-initiated applications that address the most problematic areas in serving foster children with special needs for whom adoption is the plan. These applications must be innovative and cannot be responsive to other priority areas identified in this announcement.

**Minimum Requirements for Project Design:** In order to compete successfully under this priority area, the applicant should:

- Describe the agency's current adoption program and the specific problem(s) that would be addressed.
- Describe the approach that would be used to alleviate the problem(s).
- Document that this is a new approach that has not been funded before, based on a review of the literature and any other relevant sources.

- Provide specific written commitments from cooperating or collaborating agencies, if appropriate.
- Provide for an evaluation of the project and include a discussion of the proposed evaluation design. The evaluation should focus on child and family outcome measures (e.g., number of families recruited, number of children placed, disruption rates, etc.).
- Describe how the agency would incorporate successful strategies of the project into its ongoing program.
- Provide assurances that at least one key person from the project will attend the Child Welfare Conference in Washington, D.C. (The conference is held for Adoption Opportunities and other Children's Bureau grantees to exchange information and to address current child welfare trends and issues.)
- Provide assurances that the project will be staffed and implemented within 90 days of the notification of the grant award.
- Describe the reports and/or other products that would be developed under the project, including the types of information that would be presented and the steps that would be undertaken to disseminate and promote the utilization of project products and findings.

*Project Duration:* The length of the project must not exceed 24 months.

*Federal Share of Project Costs:* The maximum Federal share of the project is \$300,000.

*Matching or Cost Sharing Requirement:* Grantee must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a project requesting \$300,000 in Federal funds (based on an award of \$150,000 per budget period) must include a match of at least \$30,000 (10 percent of the total Federal cost).

*Anticipated Number of Projects to be Funded:* It is anticipated that seven projects will be funded.

### 1.03 Improved Permanency Outcomes for Adolescents

*Eligible Applicants:* State and local public agencies or private child welfare agencies in collaboration with a State or local public agency.

*Purpose:* To increase permanency for children over the age of thirteen through adoption or other options which can include kinship care and legal guardianship.

*Background Information:* Ideally, children in the foster care system should be reunited with their parents. In cases where reunification is not possible or in the best interest of children, adoption or other permanency arrangements must be expeditiously made. Some of the children awaiting adoptive families are listed on the National Adoption Exchange. The Exchange reports that 41 percent of the children registered on the Exchange are between the ages of 11 and 17. Fifty-five percent are African American, 30 percent are white, 8 percent are Hispanic and 5 percent are bi-racial. While adoption efforts are being made for these children, there are still many older children in the child welfare system who are not being prepared for adoption and who are perceived as being "unadoptable." In some cases not enough work has been done toward locating adoptive families; in other cases children have not been prepared for adoption; therefore, they do not understand what adoption means and tell workers they do not want to be adopted. Many of these teens are fearful of the rejection associated with having to wait for many years for a family to call their own.

Child welfare agencies need to review the case plans of the children served in this age group, to set new goals and actively provide the services that will assure permanency for these adolescents. There must also be a re-examination of staff's attitudes with respect to the adoption of adolescents. Conversations with the children about their goals and how they view their future could lead to more placements and ones that are suitable and lasting. This service requires skilled workers who view adoption as a positive option and who can work intensively and effectively in planning with these adolescents.

In 1993, a teenager named Charlotte who grew up in the foster care system was crowned Miss Teen USA at the age of 16. Charlotte had set the goal of adoption for herself and although she had lived with the same foster parents for 11 years, they did not adopt her. At her insistence, the State agency found a couple who adopted her when she was 17 years of age. Many more adolescents, like Charlotte, are waiting for a family and would like to have a support system or role model to help them make the transition from foster care to independence. If adoption is not possible, options such as kinship care, assisted guardianship, or transition to independent living should be explored.

The focus of this priority area is to ensure permanency for adolescents

through adoption, legal guardianship, planned long term foster care, or preparation for independent living.

Information on previously funded projects dealing with the adoption of older children can be obtained from the National Adoption Information Clearinghouse, 11426 Rockville Pike, Suite 410, Rockville, MD 20852; telephone (301) 231-6512.

*Minimum Requirements for Project Design:* In order to successfully compete under this priority area, the applicant should:

- Describe existing barriers to permanency for older children in the area.
  - Identify and verify by race, sex and age at least 25 adolescents to be served who are legally free for adoption.
  - Describe the approach to be used to work with the adolescents which build on knowledge of adolescent development, separation and attachment issues and permanency planning.
  - Describe a plan for using the resources of the National Resource Centers (Youth, Permanency Planning and Adoption) in implementing this project.
  - Identify the expected outcomes in terms of the number of adolescents to benefit by permanency.
  - Describe clearly the services to be provided, e.g. seminars, workshops, support services to adoptive families after placement or other services to meet the special needs of this age group.
  - Include a description of how families will be recruited and prepared to parent this age group of children.
  - Discuss efforts to work with foster parents to encourage them to adopt the adolescents in their care, i.e., availability of subsidy or other incentives to meet the needs of the child.
  - Provide information on any proposed collaboration and agreements with other organizations that will work with the project.
  - Provide assurance that the staff on the project are culturally diverse and competent to work with this population.
  - Describe plans to contract with a third party to conduct an independent evaluation of the project.
  - Provide assurance that at least one key person from the project will attend the annual Child Welfare Conference in Washington, D.C. (The Conference is held for Adoption Opportunities and other Children's Bureau grantees to exchange information and address current child welfare trends and issues).
- Project Duration:* The length of the project must not exceed 36 months.

*Federal Share of Project of Project Costs:* The maximum Federal share of the project is \$375,000.

*Matching or Cost Sharing*

*Requirement:* Grantees must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a project requesting \$375,000 in Federal funds (based on an award of \$125,000 per budget period) must include a match of at least \$37,500 (10 percent of the total Federal cost).

*Anticipated Number of Projects to be Funded:* It is anticipated that five projects will be funded.

#### 1.04 Service Improvements in Special Needs Adoption

*Eligible Applicants:* State and local public or private non-profit child welfare agencies or agencies having access to the children in need of this service. Agencies or States which have not already demonstrated the models for replication described in this priority area will be given priority consideration.

*Purpose:* To replicate Federally funded adoption models in one of the following categories: (a) termination of parental rights (TPR); (b) minority recruitment; (c) staff training or (d) post-legal adoption services.

*Background Information:* There are currently over 500,000 children in the foster care system. A large number of these children will not be returning to their families and are in need of permanency in their lives. Adoption with a loving family is the plan for a number of these children. However, systemic barriers and inadequate service delivery prevent agencies from attaining permanency for these children. Service delivery models and training efforts have been developed through Federal adoption grants during the past 14 years to address some of the barriers. These models have: facilitated adoption placements; informed practice and policy; provided practical solutions to systemic problems in service delivery; increased public awareness of the waiting children; shortened the time children wait for adoption and provided needed services to maintain the family after the adoption has been legalized. However, dissemination of these models has been limited, which has reduced the opportunities for replication, or when models have been recognized as potentially useful, funding has not been

available in public agencies to replicate the projects.

#### (a) Termination of Parental Rights (TPR)

The Children's Bureau has funded demonstration grants in the past on termination of parental rights and reducing delays for children who wait. As early as 1983, a grant was awarded to the American Bar Association to work with five States to eliminate or minimize the legal barriers which impede the timely movement of children with special needs into adoptive families. Some of the States in the project were very successful in significantly reducing the time a child had to wait for TPR. One project in New Jersey was able to reduce the average length of time a child remains in the court process, once the termination papers were filed, from 34 weeks to six weeks. In 1988, four projects were funded to address specific problems or issues concerning TPR which act as barriers to adoption. A book entitled "Children Can't Wait: Reducing Delays for Children in Foster Care" by Paul Johnson and Katherine Kahn is based on the experience of the four projects. This book provides information to assist professionals and agencies in addressing permanency for children in the child welfare system. The book may be purchased from the Child Welfare and agencies in addressing permanency for children in the child welfare system. The book may be purchased from the Child Welfare League of America, 440 First St. N.W., Suite 310, Washington, D.C. 20001-2085.

#### (b) Minority Recruitment

Minority children are overrepresented in the child welfare system and minority families often face insurmountable systemic barriers in their attempts to become adoptive parents. However, it has been demonstrated that minority families are available, and do adopt.

For some agencies recruiting and maintaining families that are of the culture and race of the children in their care has proven to be difficult. There are excellent models to recruit families for minority children which utilize a combination of media, word-of-mouth, and community-based resources. Models such as One Church-One Child, and Friends of Black Children were developed over 10 years ago and have been institutionalized in some agencies and organizations. The One Church-One Child model has been demonstrated throughout the country and has proven to be successful in the recruitment and placement of minority children. The Friends of Black Children model has

been limited to specific geographical areas.

Another tool of recruiting families is through multi-media presentations such as: "Wednesday's child" segments; posters; radio and television public service announcements (PSA's); and billboards.

#### (c) Staff Training

ACYF recognizes that curricula are developed throughout the adoption field. Often these curricula are specialized to meet the needs of workers in providing particular services to their clients. The National Resource Center on Special Needs Adoption has developed two training curricula, one on Special Needs Adoption and the other on Cultural Competence. The special needs adoption curriculum has been disseminated to State agencies but has been under-utilized.

#### (d) Post-Legal Adoption Services

Post-legal adoption services are critical to the success of special needs adoptions. There is continuous need of these services to ensure that families have the support necessary to sustain themselves. Over 70 programs across the country have been funded to provide post-legal adoption services. These programs provided: Training for mental health professionals on adoption issues; training on how to work with sexually abused children; services for special groups such as HIV positive children and their parents; counselling and information on adoption search issues; development of training curricula; respite care services and training of respite care providers. In a project of the Illinois Department of Children and Family Services, a survey of adoptive parents was conducted which revealed that adoptive families could not find the right services for their adopted children and that families felt the need for support groups and the need for more information on the children being placed. In addition, the survey found that professionals needed adoption-sensitive training. A product of this grant was the publication entitled "The Role of the Public Agency Delivering Post Adoption Services," by Kenneth Watson.

#### *Minimum Requirements for Project Design:*

- Demonstrate an understanding of the literature and of the issues in the specific area of service improvement of this application (TPR, Staff Training, Post-Legal Services or Recruitment).
- Describe how the project will use program components to reduce the caseload of waiting children or improve

services for children who have been adopted and their families.

- Describe how the project will use other agencies and disciplines to implement its program.
- Describe the model to be replicated or type of training to be provided.
- Provide assurances that the project will be staffed and implemented within 90 days of the notification of the grant award.

- Provide assurances that at least one key person from the project will attend the annual Child Welfare Conference in Washington, D.C. (The Conference is held for Adoption Opportunities and other Children's Bureau grantees to exchange information and address current child welfare trends and issues.)

*Subject Duration:* length of the project must not exceed 24 months.

*Federal Share of Project Cost:* The maximum Federal share of the project is \$150,000 for the Termination of Parental Rights and Post-Legal Adoption Services and \$100,000 for the minority recruitment and training.

*Matching or Cost Sharing Requirements:* Grantee must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a project requesting \$150,000 in Federal funds (based on an award of \$75,000 per budget period) must include a match of at least \$15,000 (10 percent of the total Federal cost).

*Anticipated Number of Projects to be Funded:* It is anticipated that five grants for each model will be funded.

#### 1.05 Adoptive Placement of Foster Care Children

*Eligible Applicants:* Eligibility is limited to State social service agencies. Given limited funds, and in order to generate and financially support the widest possible variety of issues and approaches, priority will be given to applicants which have not been funded under this priority area in previous fiscal years. However, previously funded applicants under this priority area will not be precluded from the receiving grants.

*Purpose:* To develop programs which will assist States in their efforts to increase the placement of foster care children legally free for adoption according to a pre-established plan and goals for improvement.

*Background Information:* The Adoption Opportunities legislation, as

amended by Public Law 100-294, authorizes the funding of grants to States to improve adoption services for the placement of special needs children who are legally free for adoption. Children in foster care who are free for adoption, particularly children with special needs, do not always move smoothly through the child welfare system into placement with a permanent family.

States have received Federal grants to make systemic changes in their adoption programs; to provide computer hardware, software and fees for membership in the National Adoption Exchange's Network; to develop a consortium of States with large numbers of children in care in order to share knowledge to improve and enhance their special needs adoption programs; and to form a national post-legal adoption consortium of States to focus on models of post-legal adoption services. More than half of the States have received grants in the above stated areas to improve adoption services.

Increasingly, children entering foster care have more complex problems which require more intensive services. Permanent families must be continuously recruited and prepared to parent the growing population of children who cannot return to their birth families. Supportive services must be added or improved so that the children in foster care who are legally free for adoption can move into adoptive placements in a timely manner. This will require collaborative efforts with the court system to terminate parental rights. Further, agencies must commit resources for the ongoing support of adoptive families not only at placement, but also after legalization of the adoption. Past projects have demonstrated that greater improvements in placing these children are achieved when permanent plans are made and carried out very early in the placement; when there are sufficient numbers of trained and experienced staff; and when there are available resources and administrative commitments to adoption and to coordinated community-based efforts.

*Minimum Requirements for Project Design:* In order to successfully compete under this priority area, the applicant should:

- Identify and verify the number of foster care children in the area to be served who are legally free and waiting for adoptive placements.
- Provide and verify the rate of placement of foster care children placed in adoption in the year preceding the application. (The rate of placement is the number of children placed divided

by the number of children waiting for adoption.)

- Describe the methods to be employed to increase the rate of placement of foster care children into adoption and the goals for improvement to be achieved during the period of the grant.

- Propose and describe an evaluation component which would focus on the innovations to be used to improve the placement of children who are legally free for adoption and which would address the successes and failures of the initiative.

The evaluation should include the collection and analysis of data to determine placement rates and the types of clients served (e.g., waiting children, prospective adoptive families). Data should be collected to determine the availability of adoptive families during the program period. The evaluation should also include descriptive information on the processes and procedures to be used in implementing the project. This information should be used to assess placement rates and the success or failure of the innovative program methodologies used.

- Document how the program would be continued beyond Federal funding or as part of the agency's ongoing program, if successful, and describe the specific steps which would be taken to accomplish this.

- Provide assurances that at least one key person from the project will attend the annual Child Welfare Conference in Washington, D.C. (The Conference is held for Adoption Opportunities and other Children's Bureau grantees to exchange information and address current child welfare trends and issues.)

- Describe the report and/or other products that would be developed under the project, including the types of information that would be presented, and the steps that would be undertaken to disseminate and promote the utilization of project products and findings.

*Project Duration:* The length of the project must not exceed 12 months.

*Federal Share of Project Costs:* The maximum Federal share of the project is \$100,000.

*Matching or Cost Sharing Requirement:* Grantees must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a project requesting \$100,00 in Federal funds



must include a match of at least \$10,000 (10 percent of the total Federal cost).

*Anticipated Number of Projects to be Funded:* It is anticipated that two projects will be funded.

#### 1.06 Respite Care as a Service for Families Who Adopt Children With Special Needs

*Eligible Applicants:* States, local government entities, public or private non-profit licensed child welfare or adoption agencies, university affiliated programs, licensed child care or respite care providers or incorporated adoptive parent groups with experience in working with adoptive populations.

*Purpose:* To develop or replicate a variety of affordable respite care models for adoptive parents of children with special needs, especially for adoptive parents of medically fragile or severely physically or emotionally disabled children.

*Background Information:* ACYF recognizes the need for respite services for adoptive families in order to maintain and support the family unit. Respite may be needed early in the adoptive placement or later in the child's development. Results of research studies indicate that the majority of care is requested to relieve the primary caregiver for vacations, emergencies and planned circumstances.

There are few specialized respite care programs for adoptive families that provide a period of temporary relief or rest from parental responsibilities despite the increasing availability of post-legal adoption services. Such programs can be especially helpful to families who adopt children with special needs by providing support during emergencies or respite from the daily demands of a special needs child. Generally, such respite care is provided by skilled caregivers or companions; however, with proper preparation it can also be provided by friends and relatives in the family's home or in another location.

In some respite programs training and reimbursement are offered to whomever the family designates as provider, an arrangement which is mutually satisfying because it allows the family to control the quality of care. Also, this approach may offer families living in rural areas the flexibility of locating their own provider since distance frequently limits respite resources.

Since 1990, ACYF has awarded grants to expand and develop respite care services for adoptive parents of children with special needs. These projects have developed services such as: payment to families to seek their own respite services in their own homes for short

periods of time and weekends; recruiting and training individuals to provide short breaks for adoptive parents and to provide supportive services to parents such as tutorial and recreational activities outside the home and sponsoring camp programs and other specialized events for the children and their families. The programs funded in 1990 which ended in September 1993 are the University of Kansas, Bureau of Child Research; La Hacienda Foster Care, Tucson, Arizona; University of Alabama at Birmingham; Mercy Respite Care Corporation, Grand Rapids, Michigan; Northwest Adoption Exchange, Seattle, Washington; New Haven Foster Family Agency, Vista, California; Department of Human Services, Trenton, New Jersey; Adoptive Parent Group of South Wisconsin, Inc., Madison, Wisconsin; Kent State University, Research and Graduate Studies, Kent, Ohio; Resources for Adoptive Parents, Minneapolis, Minnesota; Department of Human Resources, Reno, Nevada; Department of Human Resources, Atlanta, Georgia; and Department of Mental Health and Mental Retardation, Waterbury, Vermont. Information about these programs can be secured from the National Adoption Information Clearinghouse, 11426 Rockville Pike, Suite 410, Rockville, Maryland 20852, telephone: (301) 231-6512.

*Minimum Requirements for Project Design:* In order to successfully compete under this priority area, the applicant should:

- Describe plans to develop or replicate respite care models for the adoptive parents of special needs children that include, but are not limited to:
  - Facility-based models such as those located in churches, day care centers, community-based group homes, rehabilitation centers, and "mother's day out" programs, weekend respite, evening respite, and overnight respite programs;
  - In-home respite care services offered in the family's home and,
  - Respite host family services offered in the provider's home.
- Describe respite care services that would be provided for parents of children who are medically fragile, or who have severe physical or emotional problems.
- Describe the preparation, referral, follow-up, and counselling services that would be provided to respite service users.
- Describe the collaboration that would be established with groups such as community recreational services,

churches, day care centers, group homes, residential treatment centers, adoptive parent groups, and University Affiliated Programs in the provision of the respite services.

- Describe the training that would be provided to service providers and how specific models of respite care would be developed or replicated.
- Estimate the number of special needs children and families that would be served and document that a sufficient volume of special needs adoptive families exists to support a program of the size proposed.
- Provide for an evaluation of the project and include a discussion of the proposed evaluation design.
- Document how the program would be continued beyond Federal funding as part of the agency's ongoing program and describe the specific steps which would be taken to accomplish this.
- Provide assurances that at least one key person from the project will attend the annual Child Welfare Conference in Washington, DC. The Conference is held for Adoption Opportunities and other Children's Bureau grantees to exchange information and address current child welfare trends and issues.

*Project Duration:* The length of the project must not exceed 36 months.

*Federal Share of Project Cost:* The maximum Federal share of the project is \$450,000.

*Matching or Cost Sharing Requirement:* Grantees must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a project requesting \$450,000 in Federal funds (based on an award of \$150,000 per budget period) must include a match of at least \$45,000 (10 percent of the total Federal cost).

*Anticipated Number of Projects:* It is anticipated that a minimum of five projects will be funded.

#### Part III—Instructions for the Development and Submission of Applications

This Part contains information and instructions for submitting applications in response to this announcement. Application forms are provided along with a checklist for assembling an application package. Please copy and use these forms in submitting an application.

Potential applicants should read this section carefully in conjunction with



the information contained within the specific priority area under which the application is to be submitted. The priority area descriptions are in Part II.

#### *A. Required Notification of the State Single Point of Contact*

The Adoption Opportunities Program is not covered under Executive Order 12372, Intergovernmental Review of Federal Programs. When comments are submitted directly to ACF, they should be addressed to:

**ADDRESSES:** Applications may be mailed to the Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade, SW., 6th Floor East, OFM/DDG, Washington, DC 20447.

Hand delivered applications are accepted during normal working hours of 8 a.m. to 4:30 p.m., Monday through Friday, on or prior to the established closing date at: Administration for Children and Families, Division of Discretionary Grants, 6th Floor OFM/DDG, 901 D Street, S.W., Washington, DC 20447.

#### *B. Deadline for Submission of Applications*

**Deadline:** Applications shall be considered as meeting the announced deadline if they are either:

1. Received on or before the deadline date at:

**ADDRESSES:** Applications may be mailed to the Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade, SW., 6th Floor East, OFM/DDG, Washington, DC 20447.

Hand delivered applications are accepted during normal working hours of 8 a.m. to 4:30 p.m., Monday through Friday, on or prior to the established closing date at: Administration for Children and Families, Division of Discretionary Grants, 6th Floor OFM/DDG, 901 D Street, SW., Washington, DC 20447.

2. Sent on or before the deadline date and received by ACF in time for the independent review. Applicants are cautioned to request a legibly dated U.S. Postal Service postmark or to obtain a legibly dated receipt from a commercial carrier or U.S. Postal Service. Private Metered postmarks shall not be acceptable as proof of timely mailing.

**Late Applications:** Applications which do not meet the criteria stated above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

**Extension of Deadlines:** ACF may extend the deadline for all applicants because of acts of God such as floods, hurricanes, etc., or when there is a widespread disruption of the mails. However, if ACF does not extend the deadline for all applicants, it may not waive or extend the deadline for any applicants.

#### *C. Instructions for Preparing the Application and Completing Application Forms*

The SF 424, 424A, 424B, and certifications have been reprinted for your convenience in preparing the application. See Appendix A. You should reproduce single-sided copies of these forms from the reprinted forms in the announcement, typing your information onto the copies. Please do not use forms directly from the **Federal Register** announcement, as they are printed on both sides of the page.

Please prepare your application in accordance with the following instructions:

1. *SF 424 Page 1, Application Cover Sheet.* Please read the following instructions before completing the application cover sheet. An explanation of each item is included. Complete only the items specified.

**Top of Page.** Enter the single priority area number under which the application is being submitted. An application should be submitted under only one priority area.

**Item 1. Type of Submission—**Preprinted on the form.

**Item 2. Date Submitted and Applicant Identifier—**Date application is submitted to ACYF and applicant's own internal control number, if applicable.

**Item 3. Date Received By State—**State use only (if applicable).

**Item 4. Date Received by Federal Agency—**Leave blank.

**Item 5. Applicant Information**  
**Legal Name—**Enter the legal name of the applicant organization. For applications developed jointly, enter the name of the lead organization only. There must be a single applicant for each application.

**Organizational Unit—**Enter the name of the primary unit within the applicant organization which will actually carry out the project activity. Do not use the name of an individual as the applicant. If this is the same as the applicant organization, leave the organizational unit blank.

**Address—**Enter the complete address that the organization actually uses to receive mail, since this is the address to which all correspondence will be sent. Do not include both street address and

P.O. Box number unless both must be used in mailing.

**Name and telephone number of the person to be contacted on matters involving this application (give area code)—**Enter the full name (including academic degree, if applicable) and telephone number of a person who can respond to questions about the application. This person should be accessible at the address given here and will receive all correspondence regarding the application.

**Item 6. Employer Identification Number (EIN)—**Enter the employer identification number of the applicant organization, as assigned by the Internal Revenue Service, including, if known, the Central Registry System suffix.

**Item 7. Type of Applicant—**Self-explanatory.

**Item 8. Type of Application—**Preprinted on the form.

**Item 9. Name of Federal Agency—**Preprinted on the form.

**Item 10. Catalog of Federal Domestic Assistance Number and Title—**Enter the Catalog of Federal Domestic Assistance (CFDA) number assigned to the program under which assistance is requested and its title, as indicated in the relevant priority area description.

**Item 11. Descriptive Title of Applicant's Project—**Enter the project title. The title is generally short and is descriptive of the project, not the priority area title.

**Item 12. Areas Affected by Project—**Enter the governmental unit where significant and meaningful impact could be observed. List only the largest unit or units affected, such as State, county, or city. If an entire unit is affected, list it rather than subunits.

**Item 13. Proposed Project—**Enter the desired start date for the project and projected completion date.

**Item 14. Congressional District of Applicant/Project—**Enter the number of the Congressional district where the applicant's principal office is located and the number of the Congressional district(s) where the project will be located. If statewide, a multi-State effort, or nationwide, enter 00.

**Items 15. Estimated Funding Levels.** In completing 15a through 15f, the dollar amounts entered should reflect, for a 17 month or less project period, the total amount requested. If the proposed project period exceeds 17 months, enter only those dollar amounts needed for the first 12 months of the proposed project.

**Item 15a.** Enter the amount of Federal funds requested in accordance with the preceding paragraph. This amount should be no greater than the maximum

amount specified in the priority area description.

*Items 15b-e.* Enter the amount(s) of funds from non-Federal sources that will be contributed to the proposed project. Items b-e are considered cost-sharing or matching funds. The value of third party in-kind contributions should be included on appropriate lines as applicable. For more information regarding funding as well as exceptions to these rules, see Part II, Sections E and F, and the specific priority area description.

*Item 15f.* Enter the estimated amount of income, if any, expected to be generated from the proposed project. Do not add or subtract this amount from the total project amount entered under item 15g. Describe the nature, source and anticipated use of this income in the Project Narrative Statement.

*Item 15g.* Enter the sum of items 15a-15e.

*Item 16a.* Is Application Subject to Review By State Executive Order 12372 Process? Yes.—Enter the date the applicant contacted the SPOC regarding this application. Select the appropriate SPOC from the listing provided at the end of Part III. The review of the application is at the discretion of the SPOC. The SPOC will verify the date noted on the application. If there is a discrepancy in dates, the SPOC may request that the Federal agency delay any proposed funding until September 1995.

*Item 16b.* Is Application Subject to Review By State Executive Order 12372 Process? No.—Check the appropriate box if the application is not covered by E.O. 12372 or if the program has not been selected by the State for review.

*Item 17.* Is the Applicant Delinquent on any Federal Debt?—Check the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include audit disallowances, loans and taxes.

*Item 18.* To the best of my knowledge and belief, all data in this application/preapplication are true and correct. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.—To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for signature of this application by this individual as the official representative must be on file in the applicant's office, and may be requested from the applicant.

*Item 18a-c.* Typed Name of Authorized Representative, Title,

Telephone Number—Enter the name, title and telephone number of the authorized representative of the applicant organization.

*Item 18d.* Signature of Authorized Representative—Signature of the authorized representative named in Item 18a. At least one copy of the application must have an original signature. Use colored ink (not black) so that the original signature is easily identified.

*Item 18e.* Date Signed—Enter the date the application was signed by the authorized representative.

*2. SF 424A—Budget Information—Non-Construction Programs.* This is a form used by many Federal agencies. For this application, Sections A, B, C, E and F are to be completed. Section D does not need to be completed.

Sections A and B should include the Federal as well as the non-Federal funding for the proposed project covering (1) the total project period of 17 months or less or (2) the first year budget period, if the proposed project period exceeds 17 months.

*Section A—Budget Summary.* This section includes a summary of the budget. On line 5, enter total Federal costs in column (e) and total non-Federal costs, including third party in-kind contributions, but not program income, in column (f). Enter the total of (e) and (f) in column (g).

*Section B—Budget Categories.* This budget, which includes the Federal as well as non-Federal funding for the proposed project, covers (1) the total project period if the proposed project period is 17 months or less or (2) the first year budget period if the proposed project period exceeds 17 months. It should relate to item 15g, total funding, on the SF 424. Under column (5), enter the total requirements for funds (Federal and non-Federal) by object class category.

A separate itemized budget justification for each line item is required. The types of information to be included in the justification are indicated under each category. For multiple year projects, it is desirable to provide this information for each year of the project. The budget justification should immediately follow the second page of the SF 424A.

*Personnel—Line 6a.* Enter the total costs of salaries and wages of applicant/grantee staff. Do not include the costs of consultants, which should be included on line 6h, Other.

*Justification:* Identify the principal investigator or project director, if known. Specify by title or name the percentage of time allocated to the project, the individual annual salaries,

and the cost to the project (both Federal and non-Federal) of the organization's staff who will be working on the project.

*Fringe Benefits—Line 6b.* Enter the total cost of fringe benefits, unless treated as part of an approved indirect cost rate.

*Justification:* Provide a break-down of amounts and percentages that comprise fringe benefit costs, such as health insurance, FICA, retirement insurance, etc.

*Travel—6c.* Enter total costs of out-of-town travel (travel requiring per diem) for staff of the project. Do not enter costs for consultant's travel or local transportation, which should be included on Line 6h, Other.

*Justification:* Include the name(s) of traveler(s), total number of trips, destinations, length of stay, transportation costs and subsistence allowances.

*Equipment—Line 6d.* Enter the total costs of all equipment to be acquired by the project. Equipment is tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. For all other applicants, the threshold for equipment is \$500 or more per unit. The higher threshold for State and local governments became effective October 1, 1988, through the implementation of 45 CFR Part 92, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

*Justification:* Equipment to be purchased with Federal funds must be justified. The equipment must be required to conduct the project, and the applicant organization or its subgrantees must not have the equipment or a reasonable facsimile available to the project. The justification also must contain plans for future use or disposal of the equipment after the project ends.

*Supplies—Line 6e.* Enter the total costs of all tangible expendable personal property (supplies) other than those included on Line 6d.

*Justification:* Specify general categories of supplies and their costs.

*Contractual—Line 6f.* Enter the total costs of all contracts, including (1) procurement contracts (except those which belong on other lines such as equipment, supplies, etc.) and (2) contracts with secondary recipient organizations, including delegate agencies. Also include any contracts with organizations for the provision of technical assistance. Do not include payments to individuals on this line. If the name of the contractor, scope of work, and estimated total costs are not available or have not been negotiated, include on Line 6h, Other.

**Justification:** Attach a list of contractors, indicating the names of the organizations, the purposes of the contracts, and the estimated dollar amounts of the awards as part of the budget justification. Whenever the applicant/grantee intends to delegate part or all of the program to another agency, the applicant/grantee must complete this section (Section B, Budget Categories) for each delegate agency by agency title, along with the supporting information. The total cost of all such agencies will be part of the amount shown on Line 6f. Provide backup documentation identifying the name of contractor, purpose of contract, and major cost elements. Applicants who anticipate procurements of \$25,000 for non-governmental and governmental entities and are requesting an award without competition should include a sole source justification in the application which at a minimum should include the basis for contractor's selection, justification for lack of competition when competitive bids or offers are not obtained and basis for award cost or price. (*Note: Previous or past experience with a contractor is not sufficient justification for sole source.*)

**Construction—Line 6g.** Not applicable. New construction is not allowable.

**Other—Line 6h.** Enter the total of all other costs. Where applicable, such costs may include, but are not limited to: Insurance; medical and dental costs; noncontractual fees and travel paid directly to individual consultants; local transportation (all travel which does not require per diem is considered local travel); space and equipment rentals; printing and publication; computer use; training costs, including tuition and stipends; training service costs, including wage payments to individuals and supportive service payments; and staff development costs. Note that costs identified as miscellaneous and honoraria are not allowable.

**Justification:** Specify the costs included.

**Total Direct Charges—Line 6i.** Enter the total of Lines 6a through 6h.

**Indirect Charges—6j.** Enter the total amount of indirect charges (costs). If no indirect costs are requested, enter none. Generally, this line should be used when the applicant (except local governments) has a current indirect cost rate agreement approved by the Department of Health and Human Services or another Federal agency.

Local and State governments should enter the amount of indirect costs determined in accordance with HHS requirements. When an indirect cost rate is requested, these costs are

included in the indirect cost pool and should not be charged again as direct costs to the grant. In the case of training grants to other than State or local governments (as defined in title 45, Code of Federal Regulations, part 74), the Federal reimbursement of indirect costs will be limited to the lesser of the negotiated (or actual) indirect cost rate or 8 percent of the amount allowed for direct costs, exclusive of any equipment charges, rental of space, tuition and fees, post-doctoral training allowances, contractual items, and alterations and renovations.

For training grant applications, the entry under line 6j should be the total indirect costs being charged to the project. The Federal share of indirect costs is calculated as shown above. The applicant's share is calculated as follows:

(a) Calculate total project indirect costs (a) by applying the applicant's approved indirect cost rate to the total project (Federal and non-Federal) direct costs.

(b) Calculate the Federal share of indirect costs (b) at 8 percent of the amount allowed for total project (Federal and non-Federal) direct costs exclusive of any equipment charges, rental of space, tuition and fees, post-doctoral training allowances, contractual items, and alterations and renovations.

(c) Subtract (b) from (a). The remainder is what the applicant can claim as part of its matching cost contribution.

**Justification:** Enclose a copy of the indirect cost rate agreement. Applicants subject to the limitation on the Federal reimbursement of indirect costs for training grants should specify this.

**Total—Line 6k.** Enter the total amounts of lines 6i and 6j.

**Program Income—Line 7.** Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount.

**Justification:** Describe the nature, source, and anticipated use of program income in the Program Narrative Statement.

**Section C—Non-Federal Resources.** This section summarizes the amounts of non-Federal resources that will be applied to the grant. Enter this information on line 12 entitled Totals. In-kind contributions are defined in 45 CFR 74.2, as the value of non-cash contributions provided by non-Federal third parties. Their party-in kind contributions may be in the form of real property, equipment, supplies and other expendable property, and the value of goods and services directly benefiting

and specifically identifiable to the project or program.

**Justification:** Describe third party in-kind contributions, if included.

**Section D—Forecasted Cash Needs.** Not applicable.

**Section E—Budget Estimate of Federal Funds Needed For Balance of the Project.** This section should only be completed if the total project period exceeds 17 months.

**Totals—Line 20.** For projects that will have more than one budget period, enter the estimated required Federal funds for the second budget period (months 13 through 24) under column (b) First. If a third budget period will be necessary, enter the Federal funds needed for months 25 through 36 under (c) Second. Columns (d) and (e) are not applicable in most instances, since ACF funding is almost always limited to a three-year maximum project period. Columns (d) and (e) would be used in the case of a 60 month project.

**Section F—Other Budget Information.**  
**Direct Charges—Line 21.** Not applicable.

**Indirect Charges—Line 22.** Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

**Remarks—Line 23.** If the total project period exceeds 17 months, you must enter your proposed non-Federal share of the project budget for each of the remaining years of the project.

### 3. Project Summary Description.

Clearly mark this separate page with the applicant name as shown in item 5 of the SF 424, the priority area number as shown at the top of the SF 424, and the title of the project as shown in item 11 of the SF 424. The summary description should not exceed 300 words. These 300 words become part of the computer database on each project.

Care should be taken to produce a summary description which accurately and concisely reflects the application. It should describe the objectives of the project, the approaches to be used and the outcomes expected. The description should also include a list of major products that will result from the proposed project, such as software packages, materials, management procedures, data collection instruments, training packages, or videos (please note that audiovisuals should be closed captioned). The project summary description, together with the information on the SF 424, will constitute the project abstract. It is the major source of information about the proposed project and is usually the first

part of the application that the reviewers read in evaluating the application.

At the bottom of the page, following the summary description, type up to 10 key words which best describe the proposed project, the service(s) involved and the target population(s) to be covered. These key words will be used for computerized information retrieval for specific types of funded projects.

4. *Program Narrative Statement.* The Program Narrative Statement is a very important part of an application. It should be clear, concise, and address the specific requirements mentioned under the priority area description in Part II.

The narrative should provide information concerning how the application meets the evaluation criteria (see Section C, Part II), using the following headings:

- (a) *Objectives and Need for Assistance;*
- (b) *Approach;*
- (c) *Results and Benefits Expected;* and
- (d) *Staff Background and Organization's Experience.*

The specific information to be included under each of these headings is described in Section C of Part II, Evaluation Criteria.

The narrative should be typed double-spaced on a single side of an 8½" × 11" plain white paper, with 1" margins on all sides. All pages of the narrative (including charts, references/footnotes, tables, maps, exhibits, etc.) must be sequentially numbered, beginning with Objectives and Need for Assistance as page number one. Applicants should not submit reproductions of larger size paper, reduced to meet the size requirement.

The length of the application, including the application forms and all attachments, should not exceed 60 pages. A page is a single side of an 8½" × 11" sheet of paper. Applicants are requested not to send pamphlets, brochures or other printed material along with their application as these pose xeroxing difficulties. These materials, if submitted, will not be included in the review process if they exceed the 60-page limit. Each page of the application will be counted to determine the total length.

5. *Organizational Capability Statement.* The Organizational Capability Statement should consist of a brief (two to three pages) background description of how the applicant organization (or the unit within the organization that will have

responsibility for the project) is organized, the types and quantity of services it provides, and/or the research and management capabilities it possesses. This description should cover capabilities not included in the Program Narrative Statement. It may include descriptions of any current or previous relevant experience, or describe the competence of the project team and its demonstrated ability to produce a final product that is readily comprehensible and usable. An organization chart showing the relationship of the project to the current organization should be included.

6. *Part IV—Assurances/Certifications.* Applicants are required to file an SF 424B, Assurances—Non-Construction Programs and the Certification Regarding Lobbying. Both must be signed and returned with the application. In addition, applicants must certify their compliance with: (1) Drug-Free Workplace Requirements; (2) Debarment and Other Responsibilities. Copies of these assurances/certifications are reprinted at the end of this announcement and should be reproduced, as necessary; and Certification Regarding Environmental Tobacco Smoke. A duly authorized representative of the applicant organization must certify that the applicant is in compliance with these assurances/certifications. A signature on the SF 424 indicates compliance with the Drug-Free Workplace Requirements, and Debarment and Other Responsibilities certifications.

For research projects in which human subjects may be at risk, a Protection of Human Subjects Assurance may be required. If there is a question regarding the applicability of this assurance, contact the Office for Research Risks of the National Institutes of Health at (301) 496-7041.

#### *D. Checklist for a Complete Application*

The checklist below is for your use to ensure that your application package has been properly prepared.

- One original, signed and dated application, plus two copies. Applications for different priority areas are packaged separately;
- Application is from an organization which is eligible under the eligibility requirements defined in the priority area description (screening requirement);
- Application length does not exceed 60 pages, unless otherwise specified in the priority area description.

A complete application consists of the following items in this order:

- Application for Federal Assistance (SF 424, REV 4-88);
- Budget Information—Non-Construction Programs (SF 424A, REV 4-88);
- Budget justification for Section B—Budget Categories;
- Table of Contents;
- Letter from the Internal Revenue Service to prove non-profit status, if necessary;
- Copy of the applicant's approved indirect cost rate agreement, if appropriate;
- Project summary description and listing of key words;
- Program Narrative Statement (See Part II, Section C);
- Organizational capability statement, including an organization chart;
- Any appendices/attachments;
- Assurances—Non-Construction Programs (Standard Form 424B, REV 4-88); and
- Certification Regarding Lobbying.

#### *E. The Application Package*

Each application package must include an original and two copies of the complete application. Each copy should be stapled securely (front and back if necessary) in the upper left-hand corner. All pages of the narrative (including charts, tables, maps, exhibits, etc.) must be sequentially numbered, beginning with page one. In order to facilitate handling, please do not use covers, binders or tabs. Do not include extraneous materials as attachments, such as agency promotion brochures, slides, tapes, film clips, minutes of meetings, survey instruments or articles of incorporation.

Do not include a self-addressed, stamped acknowledgment card. All applicants will be notified automatically about the receipt of their application. If acknowledgment of receipt of your application is not received within eight weeks after the deadline date, please notify ACYF by telephone at (202) 690-8243 or 690-6297.

The catalog of Federal Domestic Assistance (CFDA) number assigned to this announcement is 93.652.

Dated: March 30, 1995.

**Olivia A. Golden**

*Commissioner, Administration on Children, Youth and Families.*

BILLING CODE 4184-01-P

OMB Approval No. 0348-0043

**APPLICATION FOR  
FEDERAL ASSISTANCE**

<b>1. TYPE OF SUBMISSION:</b> <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction <input type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b>	Applicant Identifier																												
		<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier																												
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier																												
<b>5. APPLICANT INFORMATION</b>																															
Legal Name:		Organizational Unit:																													
Address (give city, county, state, and zip code):		Name and telephone number of the person to be contacted on matters involving this application (give area code)																													
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div>		<b>7. TYPE OF APPLICANT: (enter appropriate letter in box)</b> <input type="checkbox"/> <table style="width: 100%; font-size: small;"> <tr> <td>A. State</td> <td>H. Independent School Dist.</td> </tr> <tr> <td>B. County</td> <td>I. State Controlled Institution of Higher Learning</td> </tr> <tr> <td>C. Municipal</td> <td>J. Private University</td> </tr> <tr> <td>D. Township</td> <td>K. Indian Tribe</td> </tr> <tr> <td>E. Interstate</td> <td>L. Individual</td> </tr> <tr> <td>F. Intermunicipal</td> <td>M. Profit Organization</td> </tr> <tr> <td>G. Special District</td> <td>N. Other (Specify): _____</td> </tr> </table>		A. State	H. Independent School Dist.	B. County	I. State Controlled Institution of Higher Learning	C. Municipal	J. Private University	D. Township	K. Indian Tribe	E. Interstate	L. Individual	F. Intermunicipal	M. Profit Organization	G. Special District	N. Other (Specify): _____														
A. State	H. Independent School Dist.																														
B. County	I. State Controlled Institution of Higher Learning																														
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D. Township	K. Indian Tribe																														
E. Interstate	L. Individual																														
F. Intermunicipal	M. Profit Organization																														
G. Special District	N. Other (Specify): _____																														
<b>8. TYPE OF APPLICATION:</b> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award    B. Decrease Award    C. Increase Duration D. Decrease Duration    Other (specify): _____		<b>9. NAME OF FEDERAL AGENCY:</b>																													
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div> TITLE:		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b>																													
<b>12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):</b>																															
<b>13. PROPOSED PROJECT:</b> <table style="width: 100%; font-size: small;"> <tr> <td style="width: 50%;">Start Date</td> <td style="width: 50%;">Ending Date</td> </tr> </table>		Start Date	Ending Date	<b>14. CONGRESSIONAL DISTRICTS OF:</b> <table style="width: 100%; font-size: small;"> <tr> <td style="width: 50%;">a. Applicant</td> <td style="width: 50%;">b. Project</td> </tr> </table>		a. Applicant	b. Project																								
Start Date	Ending Date																														
a. Applicant	b. Project																														
<b>15. ESTIMATED FUNDING:</b> <table style="width: 100%; font-size: small;"> <tr> <td style="width: 20%;">a. Federal</td> <td style="width: 10%;">\$</td> <td style="width: 10%;"></td> <td style="width: 10%;">.00</td> </tr> <tr> <td>b. Applicant</td> <td>\$</td> <td></td> <td>.00</td> </tr> <tr> <td>c. State</td> <td>\$</td> <td></td> <td>.00</td> </tr> <tr> <td>d. Local</td> <td>\$</td> <td></td> <td>.00</td> </tr> <tr> <td>e. Other</td> <td>\$</td> <td></td> <td>.00</td> </tr> <tr> <td>f. Program Income</td> <td>\$</td> <td></td> <td>.00</td> </tr> <tr> <td>g. TOTAL</td> <td>\$</td> <td></td> <td>.00</td> </tr> </table>		a. Federal	\$		.00	b. Applicant	\$		.00	c. State	\$		.00	d. Local	\$		.00	e. Other	\$		.00	f. Program Income	\$		.00	g. TOTAL	\$		.00	<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b> a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____ b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
a. Federal	\$		.00																												
b. Applicant	\$		.00																												
c. State	\$		.00																												
d. Local	\$		.00																												
e. Other	\$		.00																												
f. Program Income	\$		.00																												
g. TOTAL	\$		.00																												
<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b> <input type="checkbox"/> Yes    If "Yes," attach an explanation. <input type="checkbox"/> No																															
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED</b>																															
a. Typed Name of Authorized Representative		b. Title	c. Telephone number																												
d. Signature of Authorized Representative		e. Date Signed																													

Previous Editions Not Usable

Standard Form 424 (REV 4-88)  
Prescribed by OMB Circular A-102

Authorized for Local Reproduction

**INSTRUCTIONS FOR THE SF 424**

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

**Item and Entry**

1. Self-explanatory.
2. Date application submitted to Federal agency (or State if applicable) & applicant's control number (if applicable).
3. State use only (if applicable).
4. If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.
5. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.
6. Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.
7. Enter the appropriate letter in the space provided.

8. Check appropriate box and enter appropriate letter(s) in the space(s) provided:

- “New” means a new assistance award.
- “Continuation” means an extension for an additional funding/budget period for a project with a projected completion date.
- “Revision” means any change in the Federal Government's financial obligation or contingent liability from an existing obligation.

9. Name of Federal agency from which assistance is being requested with this application.

10. Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.

11. Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.

12. List only the largest political entities affected (e.g., State, counties, cities).

13. Self-explanatory.

14. List the applicant's Congressional District and any District(s) affected by the program or project.

15. Amount requested or to be contributed during the first funding/budget period by

each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate *only* the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.

16. Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.

17. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.

18. To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

**BILLING CODE 4184-01-P**

OMB Approval No. 0348-0044

**BUDGET INFORMATION — Non-Construction Programs**

SECTION A — BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. TOTALS		\$	\$	\$	\$	\$

  

SECTION B — BUDGET CATEGORIES						
Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					Total (5)
	(1)	(2)	(3)	(4)	(5)	
a. Personnel	\$	\$	\$	\$	\$	\$
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual						
g. Construction						
h. Other						
i. Total Direct Charges (sum of 6a - 6h)						
j. Indirect Charges						
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$	\$

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Standard Form 424A (4-88)  
Prescribed by OMB Circular A-102



SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$	
9.					
10.					
11.					
12. TOTALS (sum of lines 8 and 11)	\$	\$	\$	\$	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	\$	\$	\$	\$	\$
13. Federal		\$	\$	\$	\$
14. Nonfederal					
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				(e) Fourth
	(b) First	(c) Second	(d) Third		
16.	\$	\$	\$	\$	\$
17.					
18.					
19.					
20. TOTALS (sum of lines 16 -19)	\$	\$	\$	\$	\$
SECTION F - OTHER BUDGET INFORMATION (Attach additional Sheets if Necessary)					
21. Direct Charges:	22. Indirect Charges:				
23. Remarks					

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**INSTRUCTIONS FOR THE SF-424A****General Instructions**

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Section A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

**Section A. Budget Summary Lines 1-4, Columns (a) and (b)**

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the catalog program title and the catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the catalog program title on each line in Column (a) and the respective catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program required the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

**Lines 1-4, Columns (c) Through (g.)**

For *New applications*, leave Columns (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

**Lines 1-4, Columns (c) Through (g.) (continued)**

For *continuing grant program applications*, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter

in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For *supplemental grants and changes* to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5—Show the totals for all columns used.

**Section B Budget Categories**

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Lines 6a-i—Show the totals of Lines 6a to 6h in each column.

Line 6j—Show the amount of indirect cost.

Line 6k—Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7—Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the federal grantor agency in determining the total amount of the grant.

**Section C. Non-Federal-Resources**

Lines 8-11—Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a)—Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b)—Enter the contribution to be made by the applicant.

Column (c)—Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d)—Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e)—Enter totals of Columns (b), (c), and (d).

Line 12—Enter the total for each of Columns (b)-(e). The amount in Column (e)

should be equal to the amount on Line 5, Column (f), Section A.

**Section D. Forecasted Cash Needs**

Line 13—Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14—Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15—Enter the totals of amounts on Lines 13 and 14.

**Section E. Budget Estimates of Federal Funds Needed for Balance of the Project**

Lines 16-19—Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20—Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

**Section F. Other Budget Information**

Line 21—Use this space to explain amounts for individual direct object-class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22—Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23—Provide any other explanations or comments deemed necessary.

**ASSURANCES—NON-CONSTRUCTION PROGRAMS**

**Notes:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will

establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88–352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92–255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd–3 and 290 ee–3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination

statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91–646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a–7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93–234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91–190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of

underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93–523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93–205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a–1 et seq.).

14. Will comply with P.L. 93–348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89–544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) with prohibits the use of lead based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

\_\_\_\_\_  
Signature of authorized certifying official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Applicant Organization

\_\_\_\_\_  
Date Submitted

BILLING CODE 4184-01-P

**U.S. Department of Health and Human Services**  
**Certification Regarding Drug-Free Workplace Requirements**  
**Grantees Other Than Individuals**

**By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.**

This certification is required by regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F. The regulations, published in the May 25, 1990 Federal Register, require certification by grantees that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the Department of Health and Human Services (HHS) determines to award the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HHS, in addition to any other remedies available to the Federal Government, may taken action authorized under the Drug-Free Workplace Act. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or governmentwide suspension or debarment.

Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios.)

If the workplace identified to HHS changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see above).

Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 USC 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15).

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

**The grantee certifies that it will or will continue to provide a drug-free workplace by:**

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace; (2) The grantee's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation, and employee assistance programs; and, (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and, (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or, (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant (use attachments, if needed):

Place of Performance (Street address, City, County, State, ZIP Code) \_\_\_\_\_

Check ☐ if there are workplaces on file that are not identified here.

Sections 76.630(c) and (d)(2) and 76.635(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central receipt point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, S.W., Washington, D.C. 20201.

DGMO Form#2 Revised May 1990

*Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions*

By signing and submitting this proposal, the applicant, defined as the primary participant in accordance with 45 CFR Part 6, certifies to the best of its knowledge and belief that it and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;

(b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

The inability of a person to provide the certification required above will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the Department of Health and Human Services (HHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

The prospective primary participant agrees that by submitting this proposal, it will include the clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions" provided below without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

*Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions (To Be Supplied to Lower Tier Participants)*

By signing and submitting this lower tier proposal, the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;

(b) where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal.

The prospective lower tier participant further agrees by submitting this proposal that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

**Certification Regarding Lobbying**

*Certification for Contracts, Grants, Loans, and Cooperative Agreements*

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the

undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

*State for Loan Guarantee and Loan Insurance*

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the require statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Title

Organization

Date

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## DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB  
0348-0046Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____		
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: _____	<b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>   Congressional District, if known: _____			
<b>6. Federal Department/Agency:</b>  _____	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____			
<b>8. Federal Action Number, if known:</b>  _____	<b>9. Award Amount, if known:</b> \$ _____			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <b>10. a. Name and Address of Lobbying Entity</b>            (if individual, last name, first name, MI):             _____         </td> <td style="width: 50%; border: none; vertical-align: top;"> <b>b. Individuals Performing Services</b> (including address if different from No. 10a)            (last name, first name, MI):             _____         </td> </tr> </table>			<b>10. a. Name and Address of Lobbying Entity</b> (if individual, last name, first name, MI):  _____	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):  _____
<b>10. a. Name and Address of Lobbying Entity</b> (if individual, last name, first name, MI):  _____	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):  _____			
(attach Continuation Sheet(s) SF-LLL-A, if necessary)				
<b>11. Amount of Payment (check all that apply):</b> \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned	<b>13. Type of Payment (check all that apply):</b> <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____			
<b>12. Form of Payment (check all that apply):</b> <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____				
<b>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:</b>   _____  (attach Continuation Sheet(s) SF-LLL-A, if necessary)				
<b>15. Continuation Sheet(s) SF-LLL-A attached:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>	<b>Signature:</b> _____ <b>Print Name:</b> _____ <b>Title:</b> _____ <b>Telephone No.:</b> _____ <b>Date:</b> _____			
<b>Federal Use Only:</b>		<b>Authorized for Local Reproduction</b> <b>Standard Form - LLL</b>		



### *Certification Regarding Environmental Tobacco Smoke*

Public Law 103-227, Part C—Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provisions of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act. The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for children's services and that all subgrantees shall certify accordingly.

[FR Doc. 95-8760 Filed 4-7-95; 8:45 am]

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### **Agency for Toxic Substances and Disease Registry**

#### **[Announcement 516]**

### **Public Health Conference Support Grant Program**

#### **Introduction**

The Agency for Toxic Substances and Disease Registry (ATSDR), announces the availability of funds in fiscal year (FY) 1995 funds for the Public Health Conference Support Grant Program.

The Public Health Service (PHS) is committed to achieving the health promotion and disease prevention objectives of "Healthy People 2000," a PHS-led national activity to reduce morbidity and mortality and improve the quality of life. This announcement is related to the priority area of Environmental Health. (For ordering a copy of "Healthy People 2000," see the Section Where To Obtain Additional Information.)

#### **Authority**

This program is authorized under Sections 104 (i) (14) and (15) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, as amended, [42 U.S.C. 9604 (i)(14) and (15)].

### **Smoke-Free Workplace**

PHS strongly encourages all grant recipients to provide a smoke-free workplace and promote the non-use of all tobacco products, and Public Law 103-227, the Pro-Children Act of 1994, prohibits smoking in certain facilities that receive Federal funds in which education, library, day care, health care, and early childhood development services are provided to children.

#### **Eligible Applicants**

Eligible applicants are the official public health agencies of the States, or their bona fide agents. This includes the District of Columbia, American Samoa, the Commonwealth of Puerto Rico, the Virgin Islands, the Federated States of Micronesia, Guam, the Northern Mariana Islands, the Republic of the Marshall Islands, the Republic of Palau, and federally recognized Indian tribal governments. State organizations, including State universities, State colleges, and State research institutions, must establish that they meet their respective State's legislature definition of a State entity or political subdivision to be considered an eligible applicant.

#### **Availability of Funds**

Approximately \$125,000 will be available in FY 1995 to fund approximately 6 awards. It is expected that the average award will be \$20,000, ranging from \$10,000 to \$30,000.

Applications requesting more than \$30,000 will be given a lesser priority and will be subject to the availability of funds. The awards will be made for a 12-month budget and project period. Funding estimates may vary and are subject to change.

1. Grant funds may be used for direct cost expenditures: salaries, speaker fees, rental of necessary equipment, registration fees, transportation costs (not to exceed economy class fare) for non-Federal employees.

2. Grant funds may *not* be used for the purchase of equipment, payments of honoraria, alterations or renovations, organizational dues, entertainment/personal expenses, food or refreshments, cost of travel and payment of a full time Federal employee, for per diem or expenses other than local mileage for local participants, or reimbursement of indirect costs. Although the practice of handing out novelty items at meetings is often employed in the private sector to provide participants with souvenirs, Federal funds *cannot* be used for this purpose.

### **Recipient Financial Participation**

Because this program provides *partial* funding only, it is necessary that organizations seeking these grant funds be able to show additional support in the form of finances, services, etc. For each organization contributing funding, a letter must be included documenting that support.

#### **Purpose**

This program will provide *partial* support for non-Federal conferences on disease prevention, health promotion, and information/education projects related to hazardous substances in the environment. Applications are being solicited for conferences on: (1) Health effects of toxic substances in the environment; (2) Disease and toxic substance exposure registries; (3) Hazardous substance removal and remediation; (4) Emergency response to toxic and environmental disasters; (5) Risk communication; (6) Environmental disease surveillance; and (7) Investigation and research on hazardous substances in the environment. Because conference support by ATSDR creates the appearance of ATSDR co-sponsorship, there will be active participation by ATSDR in the development and approval of those portions of the agenda supported by ATSDR funds. In addition, ATSDR will reserve the right to approve or reject the content of the full agenda, speaker selection, and site selection. ATSDR funds will not be expended for non-approved portions of meetings. Contingency awards will be made allowing usage of only 10% of the total amount to be awarded until a final full agenda is approved by ATSDR. This will provide funds for costs associated with preparation of the agenda. The remainder of funds will be released only upon approval of the final full agenda.

ATSDR reserves the right to terminate co-sponsorship if it does not concur with the final agenda.

#### **Program Requirements**

Grantees must meet the following requirements:

A. Manage all activities related to program content (e.g., objectives, topics, attendees, session design, workshops, special exhibits, speakers, fees, agenda composition and printing). Many of these items may be developed in conjunction with assigned ATSDR project personnel.

B. Provide draft copies of the agenda and proposed ancillary activities to ATSDR for approval. Submit copy of final agenda and proposed ancillary activities to ATSDR for approval.